

4/13/77


SUBJ: PREARRANGED COORDINATION PROCEDURES FOR RADAR FACILITIES

1. PURPOSE. This Order prescribes procedures for the use of prearranged coordination procedures at ATC radar facilities.
2. DISTRIBUTION. This Order is distributed to selected offices in Washington, Regions, Area Offices, National Aviation Facilities Experimental Center and Aeronautical Center; and all Air Traffic Field Offices and Facilities.
3. ACTION. Air traffic facility chiefs, at those locations using or planning to use prearranged coordination procedures, shall review these procedures to ensure that they are in conformance with this Order.
4. DISCUSSION. Under no circumstances can one controller permit an aircraft to enter another's airspace without proper coordination. Coordination can be accomplished by several means; i.e., radar handoff, verbal, point out, and by coordination procedures prearranged in a facility directive. When prearranged coordination procedures are covered in a facility directive, they must clearly describe the correct application. When reviewing existing prearranged coordination procedures, or contemplating establishment of these procedures, consideration shall be given to airspace realignment to preclude coordination/penetration of another controller's airspace; however, avoid unnecessary penalties to the users. Airspace boundaries should not be permitted to become barriers to the efficient movement of traffic. However, complete coordination, awareness of traffic flow, and understanding of each individual's responsibility concerning penetration of another's airspace cannot be overemphasized. Prior to implementing prearranged coordination procedures, all affected personnel must be thoroughly trained in the application of the procedures.
5. DEFINITION. Prearranged Coordination - A facility's standardized procedure that describes the process by which one controller shall allow an aircraft to penetrate or transit another's airspace in a manner which assures standard separation without individual coordination for each aircraft.
6. PROCEDURES. If prearranged coordination procedures are established, they shall be covered in a facility directive which as a minimum includes:
 - a. Procedures to be applied in the event prearranged coordination procedures are not practicable.

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FAT-4, 5, 6, 7 (minimum)

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- b. The position(s) authorized to penetrate the adjacent position(s) airspace.
 - c. The detailed responsibilities relating to prearranged coordination procedures for each position.
 - d. Two positions of operation cannot be authorized to penetrate each other's airspace simultaneously.
7. GENERAL. In addition to those items specified above, the directive shall address other relevant situations such as procedures to be applied for those modes of operation when the computer fails or is shut down, the beacon fails and only primary is available, and for non-beacon aircraft or at automated facilities aircraft without an associated full data block.
8. MISCELLANEOUS. The provisions of this Order will be reflected in future changes to Handbooks 7110.65 and 7210.3C.


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